OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

CAPITAL BUDGETING SYSTEM (CBS)
STEPS TO BUILDING THE 10-YEAR CAPITAL PLAN
TUTORIAL

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Version 1.3 Final
May 2002

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About this Tutorial

This tutorial was developed to take budget staff through the sequential steps of building a budget using CBS.

This tutorial can be used in a formal training session, for individual practice, or developing the agency budget request. Actual values to be entered when using in training or for practice are <mark>highlighted</mark> on each task. Each step is preceded by a brief explanation of the task and its importance in your budget development as well as general business rules. Specific business rules and recommendations for entering your budget are denoted with a 📖 on the task. Appendix 1 contains a central listing of all these business rules.

Every effort is made to ensure that the CBS tutorial and OFM Capital Budget Instructions agree in every way. In the case of a discrepancy, the OFM Capital Budget Instructions take precedence.

Not every feature of CBS will be covered in training. The CBS Complete System Manual is available to users. That document explains every function of CBS screen by screen and is all-inclusive. This document will be made available to those who would like a copy at training sessions or is available on-line in the BASS Library under the CBS reference desk at http://bass.ofm.wa.gov/basspr/library/cbs.htm or https://services-bass.ofm.wa.gov/basspr/library/cbs.htm for Fortress users. Full documentation on all BASS products is available in the BASS Virtual Library available on-line at http://bass.ofm.wa.gov/basspr/library/ or https://services-bass.ofm.wa.gov/basspr/library/ for Fortress users. The library may also be accessed by the help links available in the BASS applications.

LESSON 1 - PREPARE CBS

Lesson 1, Task 1 - Establish a CBS Version

Prior to entering a new budget into CBS, a new version will need to be established. A version is a group of related projects. In this case the relation is all the projects that comprise the agency biennial 10-Year Capital Plan. This step will take the user through entering the new version.

1. Open Internet Explorer and enter the login address http://bass.ofm.wa.gov/basspr/login/login.asp (or https://services-bass.ofm.wa.gov/basspr/login/login.asp for Fortress users) in the address bar of the browser. If in a training session, skip this step

2. Use your login ID and password to log in to BASS. *If you do not have a login ID and password, a security form is included in the back of the tutorial. Follow the instructions on the form.* If in a training session, 10500training and training.

3. Select the tool icon for **Capital Budgeting System (CBS)**. 📖 *Note: Only users with Budget Operations access will see all CBS menu options. Edit Access users will get the options to Create Project, View/Edit Existing Project, Capital FTE, and Verify data to be Released to OFM. Read Only users will only get the option to View/Edit Existing Projects and the Verify data to be Release to OFM.*

BASS Capital Budget System – Main Menu

Create Project
View/Edit Existing Projects
Version Management
Project Management

Capital FTE
Verify Data to be Released to OFM

Exit to Main Menu   Exit and Logoff   CBS Help

4. Select **Version Management** from the CBS Menu.

5. Select the appropriate **Budget Period** using the dropdown list box. 2003-05

6. In the last row of the **Version** column, click to enter any two-digit code (numbers and/or letters in any order) to distinguish this version then hit the **Tab** key. 📖 *Note: Your version code entered here is independent of any previous version codes in prior CBS budget periods or other published budgets. This code is your own.* <Your initials>

7. Assign a title to your version and hit the **Tab** key. The title may be any thing that helps you distinguish what this group of related projects represent. <Your Name> Practice

8. Select **Regular** from the list of **Budget Types** available in the drop down list box and hit the **Tab** key. You should now see the version title you just added in blue font in the appropriate spot of the version list. *Separate tutorial documents are available for budget types other than "Regular".*

9. Hit the **Save** button to save the newly created version.

10. Select **File / Exit to CBS Menu** from the CBS menu bar.

LESSON 2 – ENTER CAPITAL PROJECTS

Lesson 2, Task 1 – Add A Capital Project

> The 10-Year Capital Plan is based on a list of projects that the agency is requesting funding for. Development of the 10-Year Capital Plan is completed by requesting projects individually. Omnibus Minor Works are described in the next task. Here you will enter a couple of Capital Project Requests including the import of an Excel C100.

1. Select **Create Project** from the CBS menu.

2. Select the appropriate **Budget Period** from the drop down list box. 2003-05

3. Select the appropriate **Version** from the drop down list box. <Your Initials> - <Your Name> Practice

4. Enter the estimated **Starting Fiscal Year** of the project. 📖 *Note: If you are entering a project that is currently funded in the existing 10-Year Capital Plan, be sure to use original starting fiscal year to carry the project forward.* 2005

5. Type in a **Project Number** or leave this field blank for CBS to assign the next sequential number available. 📖 *Note: Users have the option of entering a project number here or leaving the field blank to let CBS assign a number. If you are entering a project that is currently funded in the existing 10-Year Capital Plan, be sure to use the last three numbers of the ID as funded to carry the project forward.* Leave blank

6. Enter up to a 65-character **Project Title** for this project. WWU: Dorm Retrofitting-Your name

7. Select a **Project Format** for this project. ☐ *Note: Most projects will fit into the format of Capital Project. This format is used for Major Projects, Reappropriation, and Pre-Design requests. Separate formats are available for Omnibus Minor Works and Grants Management.* Capital Project

8. Check the box for **Open Project After Save**.

9. Click **Create**.

10. Select the appropriate options for Previous Project ID, Compliance with Growth Management Act, Project Class, OFM Priority, and Type of Project. ☐ *Note: If this project is funded in the current 10-Year Capital Plan, you should keep the Project Class the same as previously entered to ensure the eight-digit project number is consistent.*
    - Previous Project ID - <blank>
    - Compliant with Growth Management Act – Yes
    - Project Class - 1-Preservation
    - OFM Priority - 2-Protection of Assets
    - Type of Project - 05-Remodel/Renovate/Modernize (Major Projects)

11. Use the drop down list box to select the **County** of the project. Whatcom

12. Use the drop down list box to select the **City** of the project. *Note: Only cities in the chosen county should be available.* Bellingham

13. The Legislative District drop down list box should now be filled with the correlating districts. If more than one district is available, choose from the resulting list. ☐ *Note: Options for Unknown, Statewide, and Out of State also exist for the County, City, and Legislative District. The Reset button allows the user to clear the fields to choose new selections. Users will not be able to electronically release projects where Unknown is used in City, County, or Legislative District.* Forty-Second Legislative District

14. Click the **Description** tab.

```
Project Console - Project Detail
File  Edit  View  Tools  Reports  Help
Project ID: 2005-1-008    Project Format: Capital Project

General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact |

Project Published Summary
This project request is to fund retrofitting of student dorms to meet minimum earthquake safety requirements.

Project Description
What is the project and where is it located?
This project is to complete repairs and retrofitting necessary to ensure the preservation of the student dorms on the Western
Washington University campus in Bellingham incase of earthquake or other natural disaster.

Why is this project necessary?  What problem will it solve?  What are the anticipated results from the proposed project?

What has been accomplished prior to this request (i.e. predesign, design) and what new information did this work reveal?

What benefit will this project provide the agency/institution and the public?  Who are the stakeholders?

How does this project relate to the agency strategic and master capital plans?

                                                                                    Spell Check

Agency: 105  Budget Period: 2003-05  Version: (VR)       BASS - Capital Budget System        Version 1.0.23
```

15. Click in the **Project Published Summary** text block and enter an appropriate summary for the project. *Note: The Project Published Summary will be electronically submitted to OFM for use in development of the Governor's 10-Year Capital Plan. This should be a very brief summary appropriate for the Governor's publication.* This project request is to fund retrofitting of student dorms to meet minimum earthquake safety requirements.

16. Click in the **Project Description** text block to record your full project description. *Note: The questions in the text block serve as a template for what type of information OFM will be looking for in your project description. You may edit or delete the questions as needed to meet the needs of this project.*

    What is the project and where is it located?
    This project is to complete repairs and retrofitting necessary to ensure the preservation of the student dorms on the Western Washington University campus in Bellingham in case of earthquake or other natural disaster.

17. Click **Spell Check** while still in the **Project Description** text block and follow prompts to complete.

18. Click on the **Project Summary** tab.

19. Select **File / Import Project Summary** from the CBS menu bar.
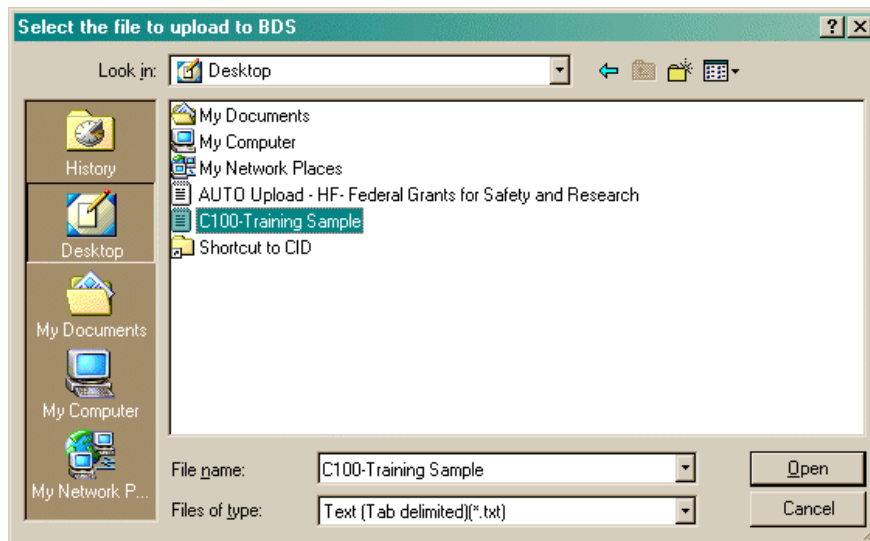
20. Use the dialog box to find the appropriate C100, select and click **Open**. ==C100-Training Sample.txt from the Desktop==

21. Select **OK** to import project summary where the project number does not match.

    📖 *Note about Project Summary Import – The Project Summary is imported from a text file created by the Excel C100 Template. This import will warn the user if the project number does not match, however there is an option to continue the import. All lines of the text file must correspond exactly to the CBS Project Summary tab or the import will not be allowed. The Excel template does not allow for alterations to avoid conflicts. More information on the Excel C100 can be found on-line at http://www.ofm.wa.gov/capitalforms/excelinst.htm or through the BASS Library.*

Project Console - Project Detail

File Edit View Tools Reports Help

Project ID: 2005-1-008   Project Format: Capital Project

General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact

STATE OF WASHINGTON

AGENCY/INSTITUTION PROJECT COST SUMMARY

Agency	Office of Financial Management
Project Name	WWU: Dorm Retrofitting-BASS
Project Number	2005-1-008

Contact Information

Analysis Date	04/26/2002
Analysis By	Vicki Rummig
Contact Phone Number	360 725-5278

Statistics   Primary   Seconda

Agency: 105 Budget Period: 2003-05 Version: (VR)   BASS - Capital Budget System   Version 1.0.23

22. Review the information on this screen to verify accuracy. 📖 *Note: Slight rounding differences may occur.*

23. Click on the **Sub Projects and Funding** tab.

Project Console - Project Detail

File Edit View Tools Reports Help

Project ID: 2005-1-001   Project Format: Capital Project

General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact

Sub Priority	Sub Project Title	Fund AT Code	Fund Title	New Approp	Biennium 2005-07	Biennium 2007-09	Biennium 2009-11
1	**Project Total**	057-1	St Bldg - State	500,000	2,000,000	5,000,000	0
			<-- Enter Fund AT Code Here				
			Sub Project Total	500,000	2,000,000	5,000,000	
		<<<---	**Enter Sub Project Title Here**				
			Total Fund AT	500,000	2,000,000	5,000,000	

Agency: 105 Budget Period: 2003-05 Version: (VR)   BASS - Capital Budget System   Version 1.0.16

24. Enter the Fund/Appropriation Type for this project on the white cell to the left of ← **Enter Fund AT Code Here** on the **Project Total** line and hit the tab key. 057-1

25. Enter the appropriate estimates into appropriate 10-year estimate columns. 📖 *Note: The total of these columns should match the project total as listed on the* **Project Summary** *tab.*

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Prior	Current	Reapprop	New Approp	2005-07	2007-09	2009-11	2011-13
0	0	0	500,000	2,000,000	5,000,000	0	0

26. Click the **Operating Impact** tab.

```
Project Console - Project Detail
 File  Edit  View  Tools  Reports  Help
 Project ID:  2005-1-001    Project Format:  Capital Project

 General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact |
                         Operating Costs or Savings for this Project
```

Fund AT Code	Fund Title	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
	Annual Average FTEs	100.00	100.00	100.00	100.00	100.00	100.00
001-1	Gnrl Fnd - State	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
	<-- Enter Fund AT Code Here						
	Total Fund AT Impact	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000

```
 Agency: 105  Budget Period: 2003-05  Version: (VR)        BASS - Capital Budget System    Version 1.0.16
```

27. Enter the four-digit code (fund appropriation type combination without a dash) to the left of ←
Enter Fund AT Code Here. 0011

28. Fill in the estimated operating expenditure for future biennia that result from this project.

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
FTE	0.0	0.0	0.0	0.0	50.0	100.0	100.0	100.0	100.0	100.0
001-1	0	0	0	0	2,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000

29. Select **File / Save Changes** from the CBS menu bar and click **Yes** to confirm. 📖 *Note: This will save all changes to all the tabs for this project. It is recommended that you save changes often. You can save from any tabs of the project detail when a change has been made. The Save option is not available when there are not any unsaved changes for the project.*

30. Select **File / Create Project** from the CBS menu bar.

31. Repeat this lesson to enter the next Capital Project request. Enter the project on the following page. Hand-enter the project summary information.

Sample Project For Entry

General Information

Starting Fiscal Year – 2001
Project Number – CBS to assign
Project Title – Records Center Expansion
Project Format – Capital Project
Previous Project ID – 2000-2-003
Project Class – Alternate Financing
Type of Project – New Facilities/Additions

City – Olympia
County – Thurston
Legislative District – 22nd
Compliant with GMA - Yes

OFM Priority – Program Need or Requirement

Description

Project Published Summary – The Archives and Records Management Division operates the Records Center. The building was completed in 1992 as an addition to the Modular Building in Tumwater, a facility owned by General Administration (GA) on property leases from the Port of Olympia.

Project Description – Additional space is required for the Records Center to continue management of archive materials. The 1992 building is at 105% of planned capacity at this time. This over-capacity percentage is anticipated to grow at 2% a year…

Contact Information	
Analysis Date	5/7/2002
Analysis By	Vicki Rummig
Contact Phone Number	360 725-5278

Statistics	Primary	Secondary	Total
Gross Square Feet	15,562	31,500	47,062
Net Square Feet	14,775	31,500	46,275
Efficiency	95%	100%	98%
Escalated MACC Cost per Sq.Ft.	119	35	75
Building Type	B-Archive	B-Archive	
Is project a remodel?	No	No	
A/E Fee Class	B	B	
A/E Fee Percentage	9.67%		

Schedule	Start Date	End Date
Predesign (mm-yyyy)		
Design (mm-yyyy)	Jul-2000	Oct-2001
Construction (mm-yyyy)	Oct-2001	Sep-2002
Construction Duration (months)	11	

Cost Summary	
Project Phase	**Escalated Cost**
Project Total	$4,300,000
Consultant Services	$228,000
Pre-Schematic Design Services	$0
A/E Basic Design Services	$32,000
A/E Extra Services/Reimbursables	$0
Other Services	$178,000
Design Services Contingency	$18,000
Construction	$3,547,000
MACC - Primary	$1,850,000
MACC - Secondary	$1,117,000
GC/CM Risk Contingency	$0
GC/CM or Design Build	$0
Contingencies	$342,000
Sales Tax	$238,000
Other	$525,000
Acquisition	$0
Equipment	$187,000
Equipment Tax	$15,000
Artwork	$0
Agency Project Administration	$207,000
Other	$116,000

Other Details	
Number of C100s Included in Summary	1
Alternative Public Works Project	Yes
State Construction Inflation Rate	3.00%
Base Month	Jul-2002
Project Administration by	GA
Project Admin Impact to GA that is NOT included in Project Total	$198,720

Project Funding	New Approps
241-1 COP Construction Acc-State	$3,956,000
289-1 Thur Cty Capital Fac-State	344,000

Operating Impact	
001-1 General Fund State	$100,000 Per year - all 10 years
No FTEs	

32.   Select **File / Exit to CBS Menu** when finished adding projects.

Lesson 2, Task 2 – Add Omnibus Minor Works Projects

> Omnibus Minor Works projects are a collection of maintenance type projects that are typically under $1,000,000. The agency submits the collection as one project. Final funding may be for part or the entire project.

1.   Select **Create Project** from the CBS menu.

2.   Select the appropriate **Budget Period** from the drop down list box. 2003-05

3.   Select the appropriate **Version** from the drop down list box. <Your Initials> - <Your Name> Practice

4.   Enter the estimated **Starting Fiscal Year** of the project. 2004

5.   Type in a **Project Number** or leave this field blank for CBS to assign the next sequential number available. Leave blank

6.   Enter up to a 65-character **Project Title** for this project. Department Omnibus Minor Works-<Your Name>

7.   Select a **Project Format** for this project. Omnibus Minor Works

8.   Click to check the **Open Project After Save** box.

9.   Click **Create**.

Project Console - Project Detail

File   Edit   View   Tools   Reports   Help

Project ID: 2004-1-001   Project Format: Omnibus Minor Works

General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact |

Project Title: Department Omnibus Minor Works

Previous Project ID: [   ]
Is this project compliant with the Growth Management Act?   ⦿ Yes   ○ No   ○ N/A

Project Class: [1 Preservation   ▼]
OFM Priority: [3 Protection of Environment   ▼]
Type of Project: [02 Facility Preservation (Minor Works) ▼]

County: [Statewide   ▼]
City: [Statewide   ▼]   [Reset]
Legislative
District: [Statewide   ▼]

Agency: 105   Budget Period: 2003-05   Version: (VR)   BASS - Capital Budget System   Version 1.0.23

10. Select the appropriate options for Previous Project ID, Compliance with Growth Management Act, Project Class, OFM Priority, and Type of Project.
   - Previous Project ID - <blank>
   - Compliant with Growth Management Act – Yes
   - Project Class - 1-Preservation
   - OFM Priority - 2-Protection of Assets
   - Type of Project - 02- Facility Preservation (Minor Works)

11. Use the drop down list box to select the **County** of the project. Statewide

12. Use the drop down list box to select the **City** of the project. Statewide is default and cannot be changed since Statewide was chosen for County

13. The Legislative District drop down list box should now be filled with the appropriated district. If more than one district are available, choose from the resulting list. Statewide is default and cannot be changed since Statewide was chosen for County

14. Click the **Description** tab.

Project Console - Project Detail

File Edit View Tools Reports Help

Project ID: 2004-1-001 | Project Format: Omnibus Minor Works

General Information | **Description** | Project Summary | Sub Projects and Funding | Operating Impact

Project Published Summary

Statewide Omnibus Minor Works projects necessary to maintain the safety and integrity of state assets.

Project Description

How does this request relate to the agency strategic and master capital plans?
Funding of this request would allow the Department to ensure the safety of clients and staff.

How does this request relate to the agency/institution maintenance backlog reduction plan?

What are the impacts on the operating/maintenance budget?

Programmatic projects: Where did the approval for the project originate? What divisions or programs will be part of the project?
Are additional FTEs involved? How many?

Why is funding of this request necessary at this time?

Spell Check

Agency: 105 Budget Period: 2003-05 Version: (VR)   BASS - Capital Budget System   Version 1.0.23

15. Click in the **Project Published Summary** text block and enter an appropriate summary for the project. 📖 *Note: The Project Published Summary will be electronically submitted to OFM for use in development of the Governor's 10-Year Capital Plan. This should be a very brief summary appropriate for Governor document publication.* Statewide Omnibus minor works projects necessary to maintain the safety and integrity of state assets.

16. Click in the **Project Description** text block to record your full project description. 📖 *Note: The questions in the text block serve as a template for what type of information OFM will be looking for in your project description. You may edit or delete the questions as needed to meet the needs of this project.*

    How does this request relate to the agency strategic and master capital plans?
    Funding of this request would allow the Department to ensure the safety of clients and staff.

17. Click **Spell Check** while still in the **Project Description** text block and follow prompts to complete.

18. Click on the **Sub Projects and Funding** tab. 📖 *Note: The Project Summary tab is optional for Omnibus Minor Works projects*.

Project Console - Project Detail

File   Edit   View   Tools   Reports   Help

Project ID: 2004-1-001 | Project Format: Omnibus Minor Works

General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact |

Sub Priority	Sub Project Title	Fund AT Code	Fund Title	New Approp	Biennium 2005-07	Biennium 2007-09
1	Parking Lot Restriping	057-1	St Bldg - State	250,000		
			<-- Enter Fund AT Code Here			
			Sub Project Total	250,000		
2	King Street Roof Repair	057-1	St Bldg - State	60,000	0	
			<-- Enter Fund AT Code Here			
			Sub Project Total	60,000		
		<<<---	Enter Sub Project Title Here			
			Total Fund AT	310,000		

Agency: 105   Budget Period: 2003-05   Version: (VR) | BASS - Capital Budget System | Version 1.0.16

19. Overwrite the **Sub Project Title** "Project Total" with the first item in your list of minor works and hit the tab key. Parking Lot Restriping

20. Type an invalid fund/appropriation type in the white cell to the left of ← **Enter Fund AT Code Here** and hit tab. 5301

Fund and Appropriation Type Selection

Select a Fund:
- 056 St H E Constr Acct
- 057 State Bldg Constr
- 058 Public Works Assist
- 05B K-20 Technology
- 05F Watershed Resources
- 05G Water Resource Admin
- 05H Disaster Response
- 05K County Research Serv
- 05L Civil Indigent Legal
- 05M Tourism Development

Select an Appropriation Type:
- 0 DSHS SS
- 1 State
- 2 Federal
- 3 Fed Unan
- 4 Gov Emer
- 5 DSHS LID
- 6 Non Appr
- 7 Priv-Loc
- 9 PR/L Unt
- A DSHS Fam

Save   Cancel

21. Select the appropriate **Fund** for this project from the Fund list of the dialog box. 057

22. Select the appropriate **Appropriation Type** for this project from the Appropriation Type list of the dialog box. 1

23. Click **Save**.

24. Enter the appropriate estimates into appropriate 10-year estimate columns.

Prior	Current	Reapprop	New Approp	2005-07	2007-09	2009-11	2011-13
0	0	0	250,000	0	0	0	0

25. Enter the title of your second minor works project in the cell to the right of ← **Enter SubProject Title Here** then click the tab key. King Street Roof Repair

26. Type the fund/appropriation type code combination in the box to the right of ← **Enter Fund AT Code Here** then click the tab key. 0571

Prior	Current	Reapprop	New Approp	2005-07	2007-09	2009-11	2011-13
0	0	0	60,000	0	0	0	0

27. Select **File / Save Changes** from the CBS menu bar. Confirm with **Yes**

28. Select **Edit / Prioritize Sub Projects** from the CBS menu bar.

29. Click once to highlight the first priority subproject and click the **Move Up** button. King Street Roof Repair

30. Select **File / Save Changes** from the CBS menu bar.

31. Select **Reports / Omnibus Minor Works List**, select **No** for formatting the project as Word.

32. Click the printer icon to print a copy of the report. Skip this step in training. A sample of this report is available in Appendix 3.

33. Click **Return** to return to the Sub Projects and Funding tab.

34. Select **File / Exit to CBS Menu** when finished adding projects.

Lesson 2, Task 3 – Copy Project from Previous Biennium

> In many cases the project you are requesting may exist in CBS in a previous biennium. This could be the case if the project was never funded, or if reappropriation or new appropriation is needed to complete a project in process. This step will show you how to easily copy from a past budget period to the current budget period. Optionally, you could copy an entire version through the **Version Management/Copy Versions** function.

1. Select **View/Edit Existing Projects** from the CBS menu.

2. Set the budget period to the previous budget period. 2001-03

3. Select the version that the project you wish to copy is located in. TR

4. Click once to select the project you wish to copy. 2002-2-036 Olympia Parking Garage

5. Select **File / Copy Project** from the CBS menu bar.

6. Select the appropriate Budget Period from the drop down list box to copy the project into. <mark>2003-05</mark>

7. Select the appropriate **Version** to copy the project in to. <mark><Your Initials> - <Your name> Practice</mark>

8. Change or keep the **Starting Fiscal Year** as appropriate. <mark>Change to 2003</mark>

9. Change or keep the **Project Number** as appropriate. <mark>Leave Blank</mark>

10. Change or keep the **Project Title** as appropriate. <mark>Change to Downtown Olympia Parking Garage</mark>

11. Change or keep **Project Format** as appropriate. <mark>Keep as Capital Project</mark>

12. Click to check the **Open Project After Save** box.

13. Click **Copy**.

14. View each tab of the project and make changes as necessary. <mark>Enter **Previous Project ID** 2002-2-036 on the **General Information** tab.</mark>

15. Select **File / Save Changes** from the CBS menu bar.

16. Select **File / Exit to CBS Menu** from the CBS menu bar.

LESSON 3 - REVIEW THE BUDGET AND MAKE NECESSARY REVISIONS

Lesson 3, Task 1 – Print, Review, and Revise Projects

> This task involves reviewing your CBS data entry through the various reports as well as preparing the projects and version for final submittal.

1. Select **View/Edit Projects** from the CBS menu.

2. Select the appropriate budget period and version in the drop down list boxes. ==2003-05, <Your Initials> - <Your Name> Practice==

3. ~~Select **Reports / Verify Data to be released to OFM** from the CBS Menu bar.~~

4. ~~Select the appropriate **Budget Period** and **Version** for data to be verified.~~ <mark>2003-05, <Your Initials> <Your Name> Practice</mark>

5. ~~Check to **Include Project Information**.~~

6. ~~Select **All Projects** or the specific project to verify from the **Projects** dropdown list box.~~

7. ~~Click **OK**.~~

8. ~~Review the report to note if any critical message are presented or there are "warnings" that should be fixed.~~

9. ~~Click **Return** to close the report.~~

The preceding steps were struck because the Pre-Release Edit report will not be available in CBS until July 2002.

10. Click once on the first project in the list to highlight.

11. Select **Reports / C2 – Capital Project Request** from the CBS menu bar and select **No** on the formatting the report as Word prompt.

12. Click the printer icon to print the report. <mark>Skip this step in training. A copy of the C2 is available in Appendix 3.</mark>

13. Click **Return** to return to the list of project.

14. Click once to highlight the next project in the list and repeat steps 10 through 13 for each project. <mark>Skip this step in training</mark>

15. Select **Reports / C1 – 10-Year Capital Plan** from the CBS menu bar and select No on the formatting the report as Word prompt.

CBS   **State of Washington**
C1 - Ten Year Capital Program Summary

Budget Period: 2003-05
Agency: 105   Office of Financial Management
Version: VR   BASS Practice

Agency Priority	Project by Fund/Appropriation Type	Estimated Total	Prior Expenditures	Reapprop 2003-05	New Approp 2003-05	Estimated 2005-07	Estimated 2007-09
Project Class:	**Preservation**						
0	2004-1-001 Department Omnibus Minor Works						
	057-1 State Bldg Constr-State	310,000			310,000		
0	2005-1-001 WWU: Dorm Retrofitting-BASS						
	057-1 State Bldg Constr-State	7,500,000			500,000	2,000,000	5,000,000
	Project Total:	7,500,000	0	0	500,000	2,000,000	5,000,000

16. Click the printer icon to print the report. <mark>Skip this step in training. A sample of this report is available in Appendix 3.</mark>

17. Click **Return** to return to the list of projects.

18. Review all reports for accuracy and note needed changes.

19. Double click to open the first project requiring changes. <mark>Records Center Expansion</mark>

20. Select the **Sub Projects and Funding** tab.

21. Enter the correct fund/appropriation type in the cell to the left of ← **Enter Fund AT Code Here**. 057-1

22. Update the 10-year estimates as follows:

Prior	Current	Reapprop	New Approp	2005-07	2007-09	2009-11	2011-13
0	0	0	300,000	4,000,000	0	0	0

23. Click to select either of the fund rows to be deleted then select **Edit / Delete Worksheet Row** from the CBS menu bar.

24. Repeat for the second fund to be deleted.

25. Select the **Project Summary** tab.

Project Console - Project Detail

File Edit View Tools Reports Help

Project ID: 2005-1-008   Project Format: Capital Project

General Information | Description | Project Summary | Sub Projects and Funding | Operating Impact

A/E Fee Percentage		9.67	
Schedule	**Start Date**		**End Date**
Predesign (mmddyyyy)			
Design (mmddyyyy)	07/01/2005		06/01/2005
Construction (mmddyyyy)	07/01/2005		05/01/2007
Construction Duration (months)	22		
Cost Summary			
Project Phase	**Escalated Cost**		
Project Total		7,500,000	
Consultant Services		532,000	
Pre-Schematic Design Services		0	
A/E Basic Design Services		373,000	

Agency: 105 Budget Period: 2003-05 Version: (VR)   BASS - Capital Budget System   Version 1.0.23

26. Update the **Project Summary** as needed. Change Design dates to 07/2004 to 06/2005 and Construction dates to 7/2005 to 5/2007

27. Select **File / Save Changes** from the CBS menu bar.

28. Select **View / Project Listing** from the CBS menu bar.

29. Repeat steps 12 through 20 (updating the appropriate tabs) for all projects requiring changes. Assume remaining projects are okay

30. If a project requires a change in starting fiscal year or project number, click once to highlight the project then select **File / Update Project**. Records Center Expansion

31. Change the required information. New starting fiscal year 2006

32. Enter the **Project Title**. Records Center Expansion-Updated Title

33. Click the **Update** button.

34. Select **Tools / Project Management** from the CBS menu bar.

☐ *A note about project titles – Project titles can only be changed in the **Project Management / Project Identification** screen. Once a combination of starting fiscal year and project number has a title associated with it, this title is carried throughout all versions for that budget period. Changing the title here, changes it for all versions. Only Budget Operations users may update a project title.*

35. If a project title needs to be changed, select the **Project Identification** tab.

36. Select the appropriate **Budget Period** from the drop down list box. 2003-05

37. Double click on the title of an appropriate project in the project list to make necessary changes. Hit tab once changes are made, unsaved changes will display in blue. Make sure you are changing your project number as recorded in Lesson 2, Task 1 and change project to WWU: Dormitory Earthquake Retrofit

38. Click the **Save** button.

39. Select **View / Project Listing** from the CBS menu bar.

40. Run the Pre-Release Edit Report (steps 3 through 9) to ensure there are no critical errors listed. Click **Return** to close the report screen. Skip in training. Not available at this time.

Lesson 3, Task 2 – Capital FTE Entry and Reporting

> The Capital FTE screen is to be used by agencies that have dedicated capital project staff funded by Capital dollars.

1. Select **Tools / Agency Capital FTEs** from the CBS menu bar.

Budget Management Console - Capital FTEs

File   Edit   View   Tools   Reports   Help

Budget Period: 2003-05   Version: VR BASS Practice

Range	Job Classification	FY 2002	FY 2003	FY 2004	FY 2005
40	Engineer 4	1.0	1.0	1.0	1.0
60	Cap Prog Fac Mgr	1.0	1.0	1.0	1.5
39	Sec Admin	1.0	1.0	1.0	1.0
	Total FTEs	**3.0**	**3.0**	**3.0**	**3.5**

Fund AT Code	Fund Title	FY 2002	FY 2003	FY 2004	FY 2005
057-1	State Bldg Constr - State	150,000	160,000	175,000	200,000
	<-- Enter Fund AT Code Here				
	Total Fund AT	**150,000**	**160,000**	**175,000**	**200,000**

Agency: 105   BASS - Capital Budget System   Version 1.0.16

2. Select the appropriate budget period and version in the drop down list boxes. 2003-05, <Your Initials> - <Your Name> Practice

3. Enter the **Range** of the first job classification in the first row under that column heading and hit the **Tab** key. 40

4. Enter the **Job Class** title in the first row under that column heading then hit the **Tab** key. Engineer 4

5. Enter the appropriate number of FTEs for each fiscal year column. 1 FTE per fiscal year

6. Add other job classifications as needed.

	FY2002	FY2003	FY2004	FY2005
60-Cap Prog Fac Mgr	1.0	1.0	1.0	1.5
39-Sec Admin	1.0	1.0	1.0	1.0

7. Enter the appropriate fund/appropriation type combination in the cell to the right of ← **Enter Fund AT Code Here** and hit the tab key. 0571

8. Enter the estimated expenditures required to support these FTEs. 📖 *Note: Capital FTE expenditure estimates should include all staffing costs including salaries, benefits, goods & services, travel, etc.*

	FY2002	FY2003	FY2004	FY2005
057-1 State Bldg. Constr-State	150,000	160,000	175,000	200,000

9. Select **File / Save Changes** from the CBS menu bar and select **Yes** on the prompt.

10. Run the **Pre-Release Edit Report** clicking the **Include Capital FTEs** option to verify Capital FTE data for this version. Skip this step in training. Report not yet available.

11. Click **Return** to close the report after verifying the report.

12. If necessary, make edits to the Capital FTE screen to rectify any critical errors related to the Capital FTEs and re-run the Pre-Release Edit report to ensure error is cleared. Skip this step in training

13. Select **Reports / Capital FTE Summary** from the CBS menu bar. Select **No** on the 'Will be for Word' prompt.

14. Click the printer icon to print a copy of this report. Skip this step in training. A sample of this report is available in Appendix 3.

15. Click **Return** to return to the Capital FTE screen.

16. Review report for accuracy and make any needed changes to the Capital FTE screen. Assume all okay and skip to next task

17. Print a final report if necessary.

Lesson 3, Task 3 – Finalize and Print Agency Budget Request

The final steps of preparing the agency 10-year capital plan in CBS involve prioritizing projects and locking projects and versions so that users who are not assigned a Budget Operations security role cannot make unwanted changes.

1. Select **Tools / Project Management** from the CBS menu bar.

2. Select the **Prioritize Projects** tab.

3. Select the appropriate **Budget Period** and **Version** from the drop down list boxes. 2003-05, <Your Initials> - <Your Name> Practice

4. Click once to highlight the first priority project and click the **Top** button. WWU: Dormitory Earthquake Retrofitting

5. Click once to highlight the second priority project and click the **Move To** button. Records Center Expansion

6. Type 2 in the **Priority Is** field.

7. Make sure that **Highlight the new priority row** is unchecked.

8. Click **OK**.

9. Click once to highlight the next priority project then use the Up and Down buttons to shuffle into the appropriate priority spot. Omnibus Minor Works as #4

10. Click **Save**. Note that the **Project Priority** number has been updated to reflect the project's place in this list.

11. Click the **Lock/Delete Projects** tab.

12. Select the appropriate **Budget Period** and **Version** from the drop down list boxes. 2003-05, <Your Initials> - <Your Name> Practice

13. Click to check the box under the **Project Locked** column for each project. 📖 *Note: Once a project is locked only users with Budget Operations access will be able to make changes to that project. All users are warned that a project is locked upon opening the project.*

14. Click **Save**.

15. Run and print a C2 report for each project in the version for your budget submittal. Skip printing if in a training session

16. Run and print the C1 report for the version for your budget submittal. Skip printing if in a training session

17. Select **Tools / Version Management** from the CBS menu bar.

Budget Management Console - Version Management

File Edit View Tools Reports Help

Add/Update Version | Copy/Merge Version | Delete Version

Budget Period: 2003-05

	Version	Title	Budget Type	Locked	Con
1	CL	Christines Test Version for 2003-05	Regular	☐	
2	G1	Garys test version for 2003-05	Regular	☐	
3	VR	BASS Practice	Regular	✔	
4				☐	

Save   Reset

Agency: 105   BASS - Capital Budget System   Version 1.0.16

18.   Select the appropriate **Budget Period** from the drop down list boxes. 2003-05

19.   Click to check the box under the **Locked** column for the appropriate version. 📖 *Note: Locking a version limits who may add, delete, or edit projects in that version to users with Budget Operations access.*

20.   Click **Save**.

21.   Select **File / Exit to BASS Menu** from the CBS menu bar.

LESSON 4 – TRANSMIT YOUR BUDGET TO OFM

Lesson 4, Task 1 – Transmit Data to OFM

The OFM Budget Division does not have access to your CBS data until it is electronically released to their internal system (BuildSum). Security for releasing data is granted separately from the BDS system. If you do not have an icon for **Release Data to OFM**, you do not have security to release data. Run an **Agency Access** report to determine who does have access for your agency.

WARNING – If practicing at your agency, <u>do not </u>complete this step. This <u>will</u> release data to OFM.

1.   Click on the **Release Data to OFM** icon from the BASS Main Menu.

2.   Select the **CBS** tab.

3.   Select the appropriate budget period for this budget submittal. <mark>2003-05</mark>

4.   Select the appropriate version to release. <mark><Your Initials> - <Your Name> Practice</mark>

5.   Make sure that the box for **Include project information** is checked.

6.   Leave the **Project** drop down list box as **All Projects**.

7.   Click to **Include Capital FTEs** if appropriate for your agency.

8.   If visible, click to check **Delete Previous Submittal Data for Entire Agency**. 📖 *Note: This field is only available if data has previously been released for your agency in the selected budget period. The only time you would not check this box is if you are submitting a particular decision package and do not wish to start with a fresh set of data on the OFM side.*

9.   Click the **Release** button.

10.   You should receive a message that the data has been released.

11.   Exit and Logoff BASS.

You Did It!!!

Appendix 1 – Business Rule Notes

CBS Management

- Only users with Budget Operations access will be able to make changes to a project once it is locked. Edit Access users are warned if a project is locked upon opening the project. Budget Operations users are warned the project is locked upon attempting to save change to the project with the option to continue to skip.
- Only users with Budget Operations access will be able to make changes to locked versions (add or edit projects). Edit Access users are warned if a version is locked upon accessing the version. Budget Operations users are warned the version is locked upon attempting to save change to the version with the option to continue to skip.
- Versions added entered in **Version Management** are independent of any versions used in CBS in previous budget periods or other published budgets. The use of versions in CBS is to meet the need of the agency for distinguishing different groups of projects (i.e., scenarios, facilities, etc.)

Project Identification

- CBS uses the combination of **Starting Fiscal Year, Project Class, and Project Number** to create the full project number as defined in published budgets. The CBS project number field is only for the last three-digits (unique identifying information) for the project.
- Users have the option of entering a project number in the **Create Project** screen or leaving the project number field blank to let CBS assign a number. (i.e., 02-1-021 would result from a project entered with starting fiscal year 2002, Project Class 1-Preservation, and Project Number 021)
- If entering a project that is currently funded in the 10-Year Capital Plan, be sure to enter the starting fiscal year, project class, and project number as funded. (i.e., 02-1-021 should be entered with starting fiscal year 2002, Project Class 1-Preservation, and Project Number 021)
- Most projects will fit into the format of **Capital Project.** This format is used for capital project requests that are not Grant Management or Omnibus minor works. **Capital Project** is also for reappropriation and pre-design requests.
- Project titles can only be changed in the **Project Management / Project Identification** screen. Once a combination of starting fiscal year and project number has a title associated with it, this title is carried throughout all versions for that budget period. Changing the title here, changes it for all versions. Only Budget Operations users may update a project title.

Project Detail

- Options for Unknown, Statewide, and Out of State also exist for the County, City, and Legislative District. The Reset button allows the user to clear the fields to choose new selections.
- The Project Published Summary will be electronically submitted to OFM for use in development of the Governor's 10-Year Capital Plan. This should be a very brief summary appropriate for Governor document publication.

- The questions in the project description text block serve as a template for what type of information OFM will be looking for in your project description. You may edit or delete the questions as needed to meet the needs of your project.

- The total of the funding columns on the **Sub Project and Funding tab** should match the project total as listed on the **Project Summary** tab.

- The Project Summary is imported from a text file created by the Excel C100 Template. This import will warn the user if the project number does not match, however there is an option to continue the import. All lines of the text file must correspond exactly to the CBS Project Summary tab or the import will not be allowed. The Excel template does not allow for alterations to avoid conflicts. More information on the Excel C100 can be found on-line at http://www.ofm.wa.gov/capitalforms/excelinst.htm or through the BASS Library.

- There may be slight rounding differences between the Excel C100 Project Summary and the CBS Project Summary. This is due to the CBS Project Summary being based on a higher level of data detail.
- Data may be hand entered into the **Project Summary** tab if no Excel C100 is available for import.
- Saving changes from any tab of the **Project Detail** will result in all tabs of the project being saved.
- The Project Summary tab is optional for Omnibus Minor works projects.
- Be sure to save your changes before leaving the Prioritize Sub Projects screen. If you leave the screen without saving, you will not be prompted to save and your changes will be lost.
- The County, City, and Legislative District fields on the **General Information** tab will only allow valid combinations of County, City, and Legislative Districts. Additional options exist for Statewide and Out of State. If Statewide or Out of State is chosen for any of the fields, the remaining fields must match this selection. There is also an Unknown option available. Although Unknown is allowed for initial entry, a valid location must be picked prior to releasing the data to OFM. The Pre-Release Edit feature will provide a critical error if criteria is not met. A reset button allows the users to clear the current selections to begin anew.

Capital FTEs

- Capital FTE expenditure estimates should include salaries, benefits, goods & services, travel, etc.

Data Release

- CBS data release access is granted separate from CBS system access. If the **Release Data to OFM** option is not available on the BASS Main Menu, then you do not have access. Run the **Agency Access** report from the BASS Main Menu to find out who in your agency has authority to release CBS data.
- The **Delete Previous Submittal Data for Entire Agency** option only exist in the data release screen when data has previously been released for the indicated budget period. This option will delete all of your agencies data creating a fresh set of data for OFM to review.

Appendix 2 – Pre-Release Edits and Remedies

Problem	Error Message	Severity
No Project Class	Project 2001-2-004 does not have a project class assigned. The project class is a mandatory field.	Critical
No OFM Priority	Project 2001-2-004 does not have an OFM Priority assigned. The OFM priority is a mandatory field.	Critical
Type of Project	Project 2001-2-004 does not have a type of project assigned. The type of project is a mandatory field.	Critical
No County	Project 2001-2-004 does not have a county assigned. The county is a mandatory field. Statewide and Out-of-State are additional options available for your convenience.	Critical
No City	Project 2001-2-004 does not have a city assigned. The city is a mandatory field. Statewide and Out-of-State are additional options available for your convenience.	Critical
No Leg District	Project 2001-2-004 does not have a legislative district assigned. The legislative district is a mandatory field. Statewide and Out-of-State are additional options available for your convenience.	Critical
No long project description	Project 2001-2-004 does have a long project description.	Warning
No Project Published Summary	Project 2001-2-004 does have a Project Published Summary. This summary is required by OFM.	Critical
Invalid Fund	The Fund / Appropriation Type (996-Z) entered for project 2001-2-004 is not valid.	Critical
Minor Works >$1m	Project 2001-2-004 sub project 01-Barn Repair has a total greater than $1 million.	Warning
Project Summary/ Funding out of balance	The Project Summary project total of $1,200,000 does not match the funding tab project total of $1,250,000.	Warning
Operating Fund 996-Z (future biennia)	Project 2001-2-004 has amounts entered in fund 996-Z for future biennium. It is strongly recommended that you identify the fund the operating impact of this project will be funded.	Warning
Operating Fund 996-Z (ensuing biennium)	Project 2001-2-004 has amounts entered in fund 996-Z for the ensuing biennium. Operating dollars for the ensuing biennium must have a valid fund.	Critical
Invalid Operating Fund.	Project 2001-2-004 has amounts entered for fund 530-1. This is not a valid fund.	Critical
FTEs without dollars	Project 2001-2-004 has FTEs indicated in the Operating tab without associated operating dollars.	Warning
Capital FTE (missing information)	The Capital FTE job class records must contain both a job class and range for each line.	Critical
Dollars for Capital FTE Missing	The Capital FTE screen has FTEs, but no dollars associated for fiscal years 2001, 2002.	Warning
FTE Missing from Capital FTE	The Capital FTE screen has dollars, but no FTEs listed for fiscal year 2001, 2002.	Warning

Appendix 3 – Sample Reports

State of Washington
C2 - CAPITAL PROJECT REQUEST

Budget Period: **2003-05**
Agency: **105**   **Office of Financial Management**
Version: **VR**   **BASS Practice**

Project Number: **2001-3-001**   **Agency Priority:**   **0**

Project Title: **Records Center Expansion**

Description

Project Class:	3 Alternate Financing	City:	Olympia
Type of Project:	New Facilities/Additions (Major Projects)	County:	Thurston
OFM Priority:	Program need or Requirement	Legislative District:	022

Project was requested in a previous biennium: Yes   Previous Project ID: 2000-2-003
Compliant with Growth Management Act: Yes

Project Published Summary:

The Archives and Records Management Division operates the Records Center. The building was completed in 1992 as an addition to the Modular Building in Tumwater, a facility owned by General Administration (GA) on property GA leases from the Port of Olympia.

Project Description:

What is the project and where is it located?
This project is located in the Airdustrial Business Park in Olympia, Washington.

Operating Impact

Fund Code	Fund Title	Estimated Total	2001-2003	2003-2005	2005-2007	2007-2009	2009-2011
001-1	General Fund-State	1,000,000	200,000	200,000	200,000	200,000	200,000
	Total Funds	**1,000,000**	**200,000**	**200,000**	**200,000**	**200,000**	**200,000**

Project Funding

Fund Code	Fund Title	Estimated Total	Expenditures Prior Biennium	Expenditures Current Biennium	2003-05 Fiscal Period Reapprops	2003-05 Fiscal Period New Approps
241-1	COP Construction Acc-State	3,956,000				3,956,000
289-1	Thur Cty Capital Fac-State	344,000				344,000
	Total Funds	**4,300,000**	**0**	**0**	**0**	**4,300,000**

Fund Code	Fund Title	Future Fiscal Periods 2005-07	2007-09	2009-11	2011-13
241-1	COP Construction Acc-State				
289-1	Thur Cty Capital Fac-State				
	Total Funds	**0**	**0**	**0**	**0**

State of Washington

C2 - CAPITAL PROJECT REQUEST

Budget Period: **2003-05**
Agency: **105** **Office of Financial Management**
Version: **VR** **BASS Practice**

Project Number: **2001-3-001**

Agency Priority: **0**

Project Title: **Records Center Expansion**

Project Statistics

	Total	Primary	Secondary
Gross Square Feet	47,062	15,562	31,500
Net Square Feet	46,275	14,775	31,500
Efficiency	98.3 %	94.9 %	100.0 %
Escalated MACC Cost per Sq. Ft.	63	191	0

Project Schedule

	Start Date	End Date
Predesign		
Design	07/01/2000	10/01/2001
Construction	10/01/2001	09/01/2002

Cost Summary

	Total Escalated Cost	% of Project
Consultant Services	**228,000**	**5.3%**
Pre-Schematic Design Services		
A/E Basic Design Services	32,000	0.7%
A/E Extra Services/Reimbursables		
Other Services	178,000	4.1%
Design Services Contingency	18,000	0.4%
Construction	**3,547,000**	**82.5%**
MACC - Primary	2,967,000	69.0%
MACC - Secondary		
GC/CM Risk Contingency	342,000	8.0%
GC/CM or Design Build Contingencies		
Sales Tax	238,000	5.5%
Other	**525,000**	**12.2%**
Acquisition		
Equipment	202,000	4.7%
Equipment Tax		
Artwork		
Agency Project Administration	207,000	4.8%
Other	116,000	2.7%
TOTAL ESCALATED COST	**4,300,000**	

CBS

State of Washington

C1 - Ten Year Capital Program Summary

10:05:37AM
05/08/2002
Page 1 of 2

Budget Period: **2003-05**
Agency: **105** **Office of Financial Management**
Version: **VR** **BASS Practice**

Agency Priority	Project by Fund/Appropriation Type	Estimated Total	Prior Expenditures	Reapprop 2003-05	New Approp 2003-05	Estimated 2005-07	Estimated 2007-09	Estimated 2009-11	Estimated 2011-13
Project Class:	**Preservation**								
0	**2004-1-003 Department Omnibus Minor Works-BASS**								
	057-1 State Bldg Constr-State	310,000			310,000				
0	**2005-1-001 WWU: Dorm Retrofitting-BASS**								
	057-1 State Bldg Constr-State	7,500,000			500,000	2,000,000	5,000,000		
	Project Total:	**7,500,000**	**0**	**0**	**500,000**	**2,000,000**	**5,000,000**	**0**	**0**
	Total: Preservation	**7,810,000**	**0**	**0**	**810,000**	**2,000,000**	**5,000,000**	**0**	**0**
Project Class:	**Program**								
26	**2003-2-001 Downtown Olympia Parking Garage**								
	057-1 State Bldg Constr-State	8,000,000			80,000	800,000	7,120,000		
	Total: Program	**8,000,000**	**0**	**0**	**80,000**	**800,000**	**7,120,000**	**0**	**0**
Project Class:	**Alternate Financing**								
0	**2001-3-001 Records Center Expansion**								
	241-1 COP Construction Acc-State	3,956,000			3,956,000				
	289-1 Thur Cty Capital Fac-State	344,000			344,000				
	Project Total:	**4,300,000**	**0**	**0**	**4,300,000**	**0**	**0**	**0**	**0**
	Total: Alternate Financing	**4,300,000**	**0**	**0**	**4,300,000**	**0**	**0**	**0**	**0**

CBS

State of Washington

C1 - Ten Year Capital Program Summary

10:05:30AM
05/08/2002
Page 2 of 2

Budget Period: **2003-05**
Agency: **105** **Office of Financial Management**
Version: **VR** **BASS Practice**

Total Fund Summary	Estimated Total	Prior Expenditures	Reapprop 2003-05	New Approp 2003-05	Estimated 2005-07	Estimated 2007-09	Estimated 2009-11	Estimated 2011-13
057-1 State Bldg Constr-State	15,810,000			890,000	2,800,000	12,120,000		
241-1 COP Construction Acc-State	3,956,000			3,956,000				
289-1 Thur Cty Capital Fac-State	344,000			344,000				
Total	**20,110,000**	**0**	**0**	**5,190,000**	**2,800,000**	**12,120,000**	**0**	**0**

State of Washington
Capital Budget FTE Summary

Budget Period: 2003-05
Agency: 105 Office of Financial Management
Version: VR BASS Practice

Fund/AT Code	Fund/Appropriation Type Title	2001-03 BIENNIUM		2003-05 BIENNIUM	
		FY 2002	FY 2003	FY 2004	FY 2005
057-1	State Building Construction Account - State	150,000	160,000	175,000	200,000
	Total Funding	**150,000**	**160,000**	**175,000**	**200,000**

Range	Job Class Title	2001-03 BIENNIUM		2003-05 BIENNIUM	
		FY 2002	FY 2003	FY 2004	FY 2005
39	Sec Admin	1.0	1.0	1.0	1.0
40	Engineer 4	1.0	1.0	1.0	1.0
60	Cap Prog Fac Mgr	1.0	1.0	1.0	1.5
	Total FTEs	**3.0**	**3.0**	**3.0**	**3.5**

State of Washington

Minor Works List

Budget Period: **2003-05**
Agency: **105**   **Office of Financial Management**
Version: **VR**   **BASS Practice**

Sub Project Priority	Project, Sub Project and Fund/Appropriation Type	Estimated Total	Current and Prior Expenditures	Reapprop 2003-05	New Approp 2003-05	Estimated 2005-07	Estimated 2007-09	Estimated 2009-11	Estimated 2011-13
Project: 2004-1-003									
1	**King Street Roof Repair**								
	057-1 State Bldg Constr-State	60,000			60,000				
2	**Parking Lot Restriping**								
	057-1 State Bldg Constr-State	250,000			250,000				
	Fund Summary for Project 2004-1-003								
	057-1 State Bldg Constr-State	310,000			310,000				
	Project Total	**310,000**			**310,000**				

Index

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BUDGET AND ALLOTMENT SUPPORT SYSTEM (BASS)
SECURITY MAINTENANCE

Leave shaded areas blank

Select Systems:	Security Level				Action	
	Budget Ops	Edit Access	Read Only		Add Access	Delete Access
Performance Measure Tracking Estimates System (PMTES)						
Automated Upload Transaction Option (AUTO)						
Budget Reporting System (BRS) *(formerly VRS)*						
BPS1 Extract						
Budget Development System (BDS)						
Capital Budgeting System (CBS)						
Data Release to OFM:						
☐ PMTES ☐ BDS ☐ CBS						
State Intranet Access (if you can access swfs.ofm.wa.gov, you have access).						

User Identification:

Login ID: ** | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ | __ |

** First five characters are agency code (3), sub-agency code (1) and reserved for future use (1) (default to 0). (eg. 10500 is OFM)

Next eight characters at agency discretion with first three characters required (local area network ID is recommended).

Agency Code #: | __ | __ | __ | __ | Agency Name: _____

User Name: _____

Telephone: (_____) _____ FAX: (_____) _____

E-Mail Address: _____

Requested by: _____ Date (mm/dd/yyyy): ____/____/____

Telephone #: (_____) _____ Effective Date (mm/dd/yyyy): ____/____/____

Approval (REQUIRED):

Approval Signature: _____

Approval Name (please print): _____

Telephone #: (___) _____ Date (mm/dd/yyyy): ____/____/____

Send **original** form to: *Financial Systems Security Administrator*
OFM Accounting & Administrative Services Division
PO Box 43113
Olympia, WA 98504-3113

For prompt service, FAX form to (360) 586-3964. **Please also send the original form**.

(OFM USE ONLY)	
Product Manager Approval: _____	Date: _____
User record entered by: _____	Date: _____

Version 1.2 Final